

Security Information

RECORDS MANAGEMENT PROGRAM

RECORDS CONTROL SCHEDULE  
FOR THE RECORDS OF  
CONTACT DIVISION, OFFICE OF OPERATIONS



25X1

*Forwarded to OO/C av  
Schedules # 25.042-54  
and 25.041-54*

Prepared By:

Records Management & Distribution Branch  
General Services Office  
Central Intelligence Agency  
September 1953

APPENDIX A

00112345

0000000

SECRET

Security Information

**SECRET**

Security Information

**RECORDS MANAGEMENT PROGRAM**

**RECORDS CONTROL SCHEDULE  
FOR THE RECORDS OF  
CONTACT DIVISION, OFFICE OF OPERATIONS**

[REDACTED]

25X1

Authority. Authority for the records disposition standards in this schedule is contained in Records Disposal Schedule \_\_\_\_\_, House Report \_\_\_\_\_ which has been cleared by the National Archives and approved by Congress. These standards have also received the review and concurrence of the General Counsel and the Chief, Contact Division, Office of Operations.

Applicability. This schedule is applicable to the records of Headquarters [REDACTED] Contact Division, Office of Operations.

Disposal standards in this schedule are mandatory, any revision of retention periods must be approved by the Archivist of the United States through the CIA Records Officer.

00128483

**SECRET**

Security Information

00000000

~~SECRET~~  
Security Information

## HEADQUARTERS RECORDS

<u>ITEM NO.</u>	<u>DESCRIPTION OF RECORDS</u>	<u>METHOD OF FILING</u>	<u>AUTHORIZED DISPOSITION</u>
-----------------	-------------------------------	-------------------------	-------------------------------

RECORDS OF CONTINUING VALUE:

1. OPERATIONAL CORRESPONDENCE FILES.  
Records which establish or document Contact Division organization, functions, policies, procedures, and modes of operation. These records consist of correspondence, organization charts, tables of organization, Division administrative issuances, semi-annual activity reports, instructions  and related papers.

Files maintained by the Chief, Contact Division, the Projects Officer, and Index Branch.

According to the Agency File Manual. Start new file every year.

Disposal not authorized by this schedule. (Transfer to CIA Records Center 1 year after file is closed.)

2. INFORMATION REPORT FILES.  
Information Reports issued in OO-B, OO-G, OO-A, OO-K and similar series.

Files maintained by Index Branch.

By series; numerically by report number.

Disposal not authorized by this schedule. (Transfer to CIA Records Center after 2 years old.)

001128425

~~SECRET~~  
Security Information

00000000

<u>ITEM NO.</u>	<u>DESCRIPTION OF RECORDS</u>	<u>METHOD OF FILING</u>	<u>AUTHORIZED DISPOSITION</u>
<u>RECORDS OF TEMPORARY VALUE:</u>			
3.	ADMINISTRATIVE CORRESPONDENCE FILES. Correspondence, reports, and related form records pertaining to house-keeping activities, such as procurement of supplies and equipment, personnel, space, duplicating and printing, travel, and fiscal activities.		
	Files maintained by Administrative Staff.	According to the Agency File Manual. Start new file every year.	Dispose after 3 years. (Transfer to CIA Records Center 1 year after file is closed.)
4.	BRANCH CORRESPONDENCE FILES. Correspondence, reports, and related form records duplicated in items 1 and 3 and maintained by operating units for their internal operation and administration.		
	Files maintained by all Branches.	According to the Agency File Manual. Start new file every year.	Dispose 1 year after file is closed.
5.	CHRONOLOGICAL CORRESPONDENCE AND TELETYPE FILES. Extra copies of correspondence and teletypes filed chronologically.		
	Files maintained by all organizational units.	Chronologically	Dispose when 1 year old.

00112543

5260000

~~SECRET~~  
Security Information

SECRET

ITEM  
NO.

DESCRIPTION OF RECORDS

METHOD OF FILING

AUTHORIZED DISPOSITION

6.

INFORMATION REPORT FILES.  
Information Reports issued in  
OO-B, OO-G, OO-A, OO-K, and  
similar series. (Exclusive  
of files described in item 2.)

a. Files maintained by all  
area branches as working  
files for the editing of  
the reports. Consists of  
drafts and related papers.

By series;  
numerically by  
report number

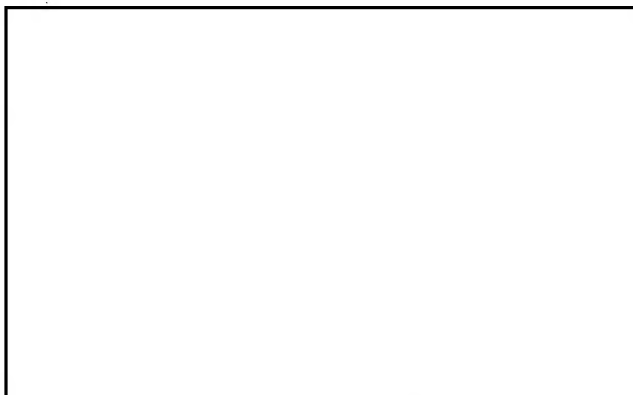
Dispose 3 months after  
issuance of final report

b. Files maintained by all  
organizational units  
consisting of information  
copies of processed reports.

Alphabetically by  
geographic area.

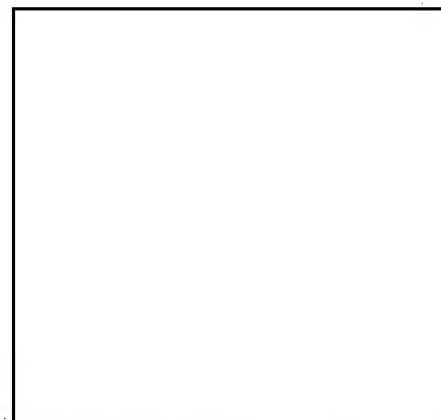
Dispose when obsolete.

7.



Files maintained by Index Branch.

Numerically by  
assigned number.



be retained. (Review  
annually; remove, and  
transfer to CIA Records  
Center, folders which  
have been inactive for a  
period of 2 years.)

001128483

SECRET

Security Information

00000000

**SECRET**

Security Information

**ITEM  
NO.****DESCRIPTION OF RECORDS****METHOD OF FILING****AUTHORIZED DISPOSITION**

A. GUIDE REQUIREMENT FILES. Case files pertaining to requirements for the collection of foreign intelligence of a general or continuing nature. The files include the collection requirement, instructions for collecting, response to the requirement, reports resulting from the requirement, and related papers.

a. Files maintained by Index Branch.

Numerically by requirement number.

Dispose 11 years after case is closed. EXCEPT a representative sampling, ( 5 cases of this type, as described in attachment) showing collection actions in fulfilling requirements, which shall be retained. (Place in inactive file when case is closed, transfer to CIA Records Center 1 year thereafter.)

b. Other files duplicated in item 8a.

As appropriate

Dispose when obsolete. (Review annually; remove and destroy those obsolete.)

001123435

**SECRET**

Security Information

00000000

~~SECRET~~  
Security Information

<u>ITEM NO.</u>	<u>DESCRIPTION OF RECORDS</u>	<u>METHOD OF FILING</u>	<u>AUTHORIZED DISPOSITION</u>
9.	<p><b>SPECIFIC REQUIREMENT FILES.</b> Case files pertaining to requirements for the collection of foreign intelligence of a detailed or restricted nature. The files include the collection requirement, information on source or possible source, response to the requirement, reports resulting from the requirement, and related papers.</p> <p>a. Files maintained by Index Branch and Support Branch.</p>	Numerically by requirement number	Dispose 11 years after case is closed. EX. 1 a representative sampling, (5 cases on each of 3 types, as described in attachment) showing collection actions in fulfilling requirements, which shall be retained. (Place in inactive file when case is closed, transfer to CIA Records Center 1 year thereafter.
	b. Other files duplicated in item 9a.	As appropriate	Dispose when obsolete. (Review annually; remove and destroy those obsolete)
10.	<p><b>INDEX AND SUMMARY CARDS FILES.</b> Card files providing an index and/or summary of information on collection requirements or contacts and sources. (Exclusive of machine record cards maintained by Index Branch.)</p> <p>Files maintained by all operating units.</p>	As appropriate	Dispose when obsolete

4250000

~~SECRET~~  
Security Information

**SECRET**

Security Information

<u>ITEM NO.</u>	<u>DESCRIPTION OF RECORDS</u>	<u>METHOD OF FILING</u>	<u>AUTHORIZED DISPOSITION</u>
11.	PROCESS SHEET FILES. Form 57-14, Process Sheet for OO-B Reports.  Files maintained by Index Branch.	Numerically by report number.	Dispose after 5 years.
12.	CODING SHEET FILES. Sheets, containing coded information, which were created to facilitate the preparation of machine record cards.  a. Files maintained by Index Branch containing information pertaining to contacts and sources.  b. Files maintained by Index Branch containing information pertaining to collection requirements.	Numerically by assigned number.  Numerically by case number.	Dispose when related contact or source has been inactive for a period of 2 years (see item 7).  Dispose when related requirement case is closed. (See items 8 and 9.)
13.	CONTACT AND SOURCE CARD FILES. Machine record cards containing detailed information on contacts or sources.  Files maintained by Index Branch, referred to as the "A" File, "B" File, and "Master" File.	Numerically by assigned number.	Dispose 20 years after related contact or source becomes inactive. (See item 7.)

SECRET

**SECRET**

Security Information



SECRET

<u>ITEM NO.</u>	<u>DESCRIPTION OF RECORDS</u>	<u>METHOD OF FILING</u>	<u>AUTHORIZED DISPOSITION</u>
14.	INFORMATION REPORT CARD FILES. Machine record cards which provide an index to information relating to OO-B and similar Information Reports.		
	a. Files maintained by Index Branch providing background and processing information on reports. Referred to as the OO-B Card File, OO-A Card File, and Index Card File.	Chronologically; numerically by report number.	Dispose 20 years after related contact or source becomes inactive. (See item 7).
	b. Files maintained by Index Branch providing a summary of information submitted by sources. Referred to as the OO-B Summary Card File.	Chronologically; numerically by assigned number.	Dispose when 5 years old.
15.	REQUIREMENT CARD FILES. Machine record cards which provide information on the status of collection requirement cases.		
	Files maintained by Index Branch.	Type of case; numerically by case number.	Dispose 3 years after case is closed.

001128435

00000000

SECRET

Security Information

~~SECRET~~  
Security Information

## FIELD OFFICE RECORDS

<u>ITEM NO.</u>	<u>DESCRIPTION OF RECORDS</u>	<u>METHOD OF FILING</u>	<u>AUTHORIZED DISPOSITION</u>
16.	CORRESPONDENCE FILES. Files consisting of correspondence, reports and related form records maintained [redacted] for their internal operation and administration.	According to the Agency File Manual. Start new file every year.	Dispose 3 years after file is closed.
17.	CHRONOLOGICAL CORRESPONDENCE AND TELETYPE FILES. Extra copies of correspondence and teletypes filed chronologically.	Chronologically	Dispose when 1 year old.
18.	INFORMATION REPORT FILES. Information Reports issued in 00-B, 00-G, 00-A, 00-K and similar series.		
a.	Files consisting of drafts and/or other copies, evaluation sheets, process sheets, and related papers.	By series; numerically by [redacted] report number.	Dispose 3 years after issuance of report.
b.	Information copies of processed reports.	Numerically by report number.	Dispose 1 month after receipt.
9.	[redacted]		Dispose 2 years after inactive.
			Dispose 11 years after inactive.

~~SECRET~~

Security Information

~~SECRET~~

Security Information

<u>ITEM NO.</u>	<u>DESCRIPTION OF RECORDS</u>	<u>METHOD OF FILING</u>	<u>AUTHORIZED DISPOSITION</u>
20.	<p><b>GUIDE REQUIREMENT FILES.</b> Case files pertaining to requirements for the collection of foreign intelligence of a general or continuing nature. The files include the collection requirement, instructions for collecting, response to the requirement, reports resulting from the requirement, and related papers.</p> <p>a. Official Guide Requirement folders.</p> <p>b. Duplicates of above and other information copies.</p>	<p>Numerically by requirement number.</p> <p>As appropriate</p>	<p>Dispose 2 years after case is closed. (Place in inactive file when case is closed, destroy 2 years thereafter.)</p> <p>Dispose when obsolete. (Review annually; remove and destroy these obsolete</p>
21.	<p><b>SPECIFIC REQUIREMENT FILES.</b> Case files pertaining to requirements for the collection of foreign intelligence of a detailed or restricted nature. The files include the collection requirement, information on source or possible source, response to the requirement, reports resulting from the requirement, and related papers.</p> <p>a. Files of "Action" and "Guide Status" cases.</p> <p>b. Duplicates of above and other information copies.</p>	<p>Numerically by requirement number.</p> <p>As appropriate</p>	<p>Dispose 2 years after case is closed. (Place in inactive file when case is closed, destroy 2 years thereafter.)</p> <p>Dispose when obsolete. (Review annually; remove and destroy these obsolete.)</p>

~~SECRET~~

Security Information

001125482

1230000

**SECRET**

Security Information

<u>ITEM NO.</u>	<u>DESCRIPTION OF RECORDS</u>	<u>METHOD OF FILING</u>	<u>AUTHORIZED DISPOSITION</u>
22.	INDEX AND SUMMARY CARD FILES. Card files providing an index and/or summary of information on collection requirements or contacts and sources.	As appropriate.	Dispose when obsolete.
23.	PROCESS SHEET FILES. Form 57-14, Process Sheet for OO-B Reports.	Numerically by report number.	Dispose after 5 years.

00112543

000033

**SECRET**

Security Information

*BEST COPY*

*AVAILABLE*

ATTACHMENT



25X1

00123435

0000389